Family Medicine Philanthropic Consortium (FMPC) Grant Awards

Grant Writing Tips with Panel Discussion
May 6, 2016

FMPC Grant Awards

- Available exclusively to AAFP Chapters and Chapter Foundations since 2006
  - $929,670 to support 230 projects in 39 states
  - Funded entirely through AAFP Foundation Dues Check Off revenues
  - Grant awards chosen by the Chapters for the Chapters

Goals

- Support Chapter-level philanthropic programs within FMPC Priority Areas (students & residents; member outreach; and public health)
- Implement fair & equitable grant process involving as many Chapters as possible
- Support excellent projects that can be replicated and have measurable outcomes
Annual Grant Cycle

- Application open from February 1 - June 15
- Awardees notified in late November
- Project period February 1 – January 31
- Payment in full when agreement signed
- Reporting Requirement Final Report March 1 following year

Eligibility Requirements

- Chapter &/or Chapter Foundation must apply
  - Up to 3 applications per state
  - One application per project
- Chapter-level philanthropic project that supports an FMPC Priority Area
- Max 30% of FMPC funds used for staff & admin
- NOT ELIGIBLE: FMPC Grants will not support individuals, political campaigns, lobbying activities, or Chapter/Chapter Foundation fundraising.

Guiding Principles

- Support FMPC Priority Areas
- Encourage new & innovative projects
- Support projects relevant to other Chapters
- Support adaptable/adoptable projects
- Support largest number of high quality projects by stipulating a monetary cap on awards
Top 10 Grant Writing Tips

...As gleaned from Reviewer’s comments and Reviewer’s score sheets

Grant Writing Tips: FMPC Application

• **Tip # 1.** A well-written application is easy to understand & easy to read:
  – Idea Development
  – Grammar
  – Spelling

Grant Writing Tips: FMPC Application

• **Tip # 2.** Content & length requirements are not optional.
  – Application including attachments may not exceed 10-pp
  – Choose only 1 box - FMPC Priority Area (choose primary focus)
  – Choose only 1 box - Project Type
  – Does amount requested (II) square with Project Budget (V)
  – Five sections have word limits: (Target Audience; Problem Statement; Evaluation Tools; Partnerships; Executive Summary)
Grant Writing Tips: FMPC Application

- **Tip # 3.** Work in word to develop your application and use the Review Tab
  - Use word count, spelling & grammar, thesaurus, tracking ….
  - After completely satisfied, cut & paste into the application
  - Read each section & fix formatting, if needed

- **Tip # 4.** Never assume that the reviewer will “get it”.
  - Clearly state how your project has value to other Chapters
  - Clearly state how your project is relevant to Family Medicine
  - Spell out acronyms the first time they are used

- **Tip # 5.** Support the Problem/Need Statement
  - Avoid circular reasoning where the absence of a solution is presented as the actual problem
  - Pick the facts and stats that best support your project
Grant Writing Tips: FMPC Application

• **Tip # 6.** Use the objective, activity(ies) & evaluation tool(s) to “follow a straight line to the targeted outcome.”
  – An **OBJECTIVE** is an outcome that’s concrete, measurable & achievable during the grant period
  – **ACTIVITIES** are defined by the objective (breaks it down into the how and when)
  – **EVALUATION** tool(s) measures the outcome & proves success or continuous improvement
  – Be **REALISTIC**; promise what you can deliver

Grant Writing Tips: FMPC Application

• **Tip # 7.** Budget should be specific & supported, and request for FMPC funds within funding limits.
  – Items are appropriate & reasonable
  – Budget narrative explains: **for what, how many, how totals were calculated**
  – FMPC request under 30% for staff & admin
  – Ask for what you need but don’t exceed FMPC’s max award ($7K)

Grant Writing Tips: FMPC Application

• **Tip # 8.** Projects supported by partners with clearly defined contributions generally score higher.
Grant Writing Tips: FMPC Application

Tip # 9. Ask about scoring factors

Approximate Percentages

- Project Description: 40%
- Target: 25%
- Budget: 15%
- Overall: 20%

Grant Writing Tips: FMPC Application

• Tip # 10. Be an FMPC Grant Reviewer
  – Apply to serve on the FMPC Steering Committee
  – If you are a previous Steering Committee member and are willing to review grants become a Supplemental Reviewer, on an as needed basis.

Panel Discussion: Reviewers & Applicants

• Carletta Hauck, SD AFP Chapter Executive – Reviewer & Applicant
• Dr. Windel Stracener, IN AFP Board, Reviewer
• Becky Wimmer, WI AFP Foundation and MA AFP Chapter Executive – Reviewer & Applicant
2016 FMPC GRANT AWARDS – SCORE SHEET FACTORS

I. PROJECT NARRATIVE Max 45 points
   • Target audience is clearly defined. Not to exceed 5 points.
   • Outreach and/or recruitment plan is strong. Not to exceed 5 points.
   • Need is clearly defined and supported by data. Not to exceed 5 points.
   • Goal(s) and supporting objective(s) are specific and measurable. Not to exceed 5 points.
   • Activities strongly support the objective. Not to exceed 5 points.
   • Objectives and activities are achievable within the project period. Not to exceed 5 points.
   • Outcomes are clearly articulated and provide a meaningful benefit for participants. Not to exceed 5 points.
   • Evaluation tools are capable of providing reliable data for measuring outcomes. Not to exceed 5 points.
   • Project is supported by partners and their contributions are clearly defined. Not to exceed 5 points.

II. PROJECT BUDGET Max 20 points
   • Items identified for funding are appropriate and reasonable. Not to exceed 9 points.
   • Budget narrative clearly identifies and justifies costs. Not to exceed 9 points.
   • Other or In-Kind funding provided - Not to exceed 2 points.

III. NEW PROJECT Max 2 points
   • Must be a new, innovative project; not just new to the Chapter. Not to exceed 2 points.

IV. CONTINUED FMPC SUPPORT Range is 0 to -6 points
   • Project has been developed, enhanced or expanded sufficiently to justify continued FMPC funding? Where Yes = 0 and No = -6; Range of points is from 0 to negative 6 points.

V. OVERALL Max 20 points
   • Executive summary clearly represents grant request. Not to exceed 5 points
   • Project has strong impact on the specialty of Family Medicine. Not to exceed 5 points
   • Project has value to other AFP Chapters. Not to exceed 5 points.
   • Well-written grant application (e.g. idea development, grammar, spelling). Not to exceed 5 points